

**Orland Park Public Library
14921 Ravinia Avenue
Orland Park, IL 60462**

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
January 15, 2018 7:00 P.M.
Room 104**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES FROM DECEMBER 18, 2017—FOR ACTION

D. INTRODUCTION OF VISITORS

E. PUBLIC COMMENT

There will be 30 minutes allowed for public comment with a five minute maximum per speaker. The time limit may be extended upon a majority vote of the Board.

F. TREASURER'S REPORT AND PAYMENT OF BILLS—FOR ACTION

G. LIBRARIANS' REPORT/STAFF REPORTS

H. COMMITTEE REPORTS

1. Building and Maintenance
2. Finance (Committee of the Whole)
3. Service and Policy
4. Personnel
5. Law
6. Strategic Planning
7. Capital Campaign

I. UNFINISHED BUSINESS

J. NEW BUSINESS

1. Approval of the wire transfers to pay bills for Fiscal Year 2018 – For Action
Motion to approve the wire transfers to pay bills for Fiscal Year 2018.

2. Approval for the registration cost for trustees in the amount of \$25 each for the 2018 South Suburban Library Legislative Meet-Up event held at Tinley Park Public Library on February 16, 2018 – For Action
Motion to approve the registration cost for trustees in the amount of \$25 each for the 2018 South Suburban Library Legislative Meet-Up event held at Tinley Park Public Library on February 16, 2018.
3. Approval for the registration cost for trustees in the amount of \$135 each for the 2018 Illinois Library Trustee Forum Workshop on Saturday, February 17, 2018 at the Chicago Marriott Oak Brook – For Action
Motion to approve the registration cost for trustees in the amount of \$135 each for the 2018 Illinois Library Trustee Forum Workshop on Saturday, February 17, 2018 at the Chicago Marriott Oak Brook.
4. Approval of the closing of Sunday, May 27, 2018 for the Memorial Day holiday; Friday, August 3, 2018 for Staff In-Service training; Sunday, August 5, 2018 for the Taste of Orland; and Sunday, September 2, 2018 for the Labor Day holiday; - For Action
Motion to approve the closing of Sunday, May 27, 2018 for the Memorial Day holiday; Friday, August 3, 2018 for Staff In-Service training; Sunday, August 5, 2018 for the Taste of Orland; and Sunday, September 2, 2018 for the Labor Day holiday.
5. Approval of the expenditures and reimbursements for Mary Adamowski, Mary Weimar, Andrew Masura, and Kelly Cuci for the Public Library Association Conference held from March 19 -24, 2018 in Philadelphia for an amount not to exceed \$6,600 – For Action
Motion to approve the expenditures and reimbursements for Mary Adamowski, Mary Weimar, Andrew Masura, and Kelly Cuci for the Public Library Association Conference held from March 19 -24, 2018 in Philadelphia for an amount not to exceed \$6,600.
6. Approval of the expenditures and reimbursements for Trustee Nancy Healy for the Public Library Association Conference held from March 19 -24, 2018 in Philadelphia for an amount not to exceed \$900 – For Action
Motion to approve the expenditures and reimbursements for Trustee Nancy Healy for the Public Library Association Conference held from March 19 -24, 2018 in Philadelphia for an amount not to exceed \$900.

K. ANNOUNCEMENTS

L. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held December 18, 2017

The meeting was officially called to order by President Barcelona at 7:04 p.m.

Call To Order

Members present: Christian Barcelona, Diane Jennings, Nancy Healy, Dan McMillan, Charles McShane

Roll Call

Members absent: Joanna Leafblad (7:10), Elan Kleis

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Aaron Peterson, Senior Administrative Coordinator

Trustee Healy motioned to approve the November 20, 2017 minutes. Treasurer Jennings seconded. Trustee McMillan received confirmation from Director Weimar that McClure Inserra would be able to change issuing their report from May to April. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – absent; McMillan – aye, McShane – aye.

Minutes

Motion passed. 5 ayes, 0 nays, 2 absent

Dennis Walsh, Attorney from Klein Thorpe and Jenkins
Andy Masura, Head of Adult Services
Kelly Cuci, Head of Outreach Services
Wendy Xie, Head of Technical Services
Theresa Hildebrand, Head of Circulation
Brandi Smits, Head of Youth Services (8:00)

Introduction of Visitors

None.

Public Comment

Treasurer Jennings motioned to move into Executive Session at 7:06. President Barcelona seconded. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – absent; McMillan – aye, McShane – aye.

Executive Session

Motion passed. 5 ayes, 0 nays, 2 absent

Vice President Leafblad motioned to resume regular session at 7:36. Treasurer Jennings seconded. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

Treasurer's Report

Treasurer Jennings moved to accept the Treasurer's Report for November, 2017. Vice President Leafblad seconded. Trustee Healy remarked that total revenues look great. Director Weimar said this is the first year the library has not received their allotted Per Capita grant funds from the Illinois State Library. The library did recently receive a \$9,000 gift from the Friends of the Orland Park Public Library. The funds will be used for adult programming, whereas the Friends gift in the spring is earmarked for summer reading challenge prizes for patrons of all ages. Library Director Weimar also mentioned that the Village did not pass the levy at their December 4 meeting, but it is believed that it will be passed at the December 18 meeting.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

Trustee Healy moved to accept the payment of bills listing from 11/21/17-12/18/17. Vice President Leafblad seconded. Trustee McMillan asked what EBSCO stood for. Director Weimar explained that it is the library's magazine and database vendor. Director Weimar and Head of Adult Services Andrew Masura have negotiated with EBSCO this year, as well as in years past about the cost of their database products. Head of Adult Services Masura stated that Novelist is one of the most used databases the library subscribes to mainly because it is embedded in the Polaris catalog.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

On Thursday, December 14, the Friends of the Orland Park Public Library presented the library a check for \$9,000 to be used for adult programs at the Afternoons at OPPL Mike Knauf Trio holiday musical program. The Cal Sandburg Choir performed Friday evening to a packed house. The Holly Jolly Story Times went very well with a big thank you to our Santa Clause and Mrs. Clause. A video of Holly Jolly, The Carl Sandburg Choir and the American Girl Holiday Tea Party has been posted to Facebook along with the pictures of these programs.

Librarian's Report

Kelly Cuci applied for and was awarded the Promoting Healthy Communities grant in partnership with the National Library of Medicine. Her pre-conference fee and a small portion of her PLA expenses will be funded by this grant which will introduce her to the grant's purpose and requirements. At this point Kelly explained about the Health Grant and how she will be collaborating with Adult Services to do programs in 2018. She also mentioned that Outreach Services has now fully registered 268 archival documents. Head of Technical Services Wendy Xie explained a spreadsheet handout which showed circulation analysis during the month of November and how the Lucky Day items have showed a higher circulation rate. The new Head of Circulation Theresa Hildebrand gave a brief biography of herself for the board.

Administration is in the middle of the hiring process for the Digital Services Manager IT position.

A Library Trustee Workshop sponsored by the Illinois Library Association is a full day continuing education event on Saturday, February 17, 2018 at the Chicago Marriott Oak Brook (cost \$135). The one-day workshop consists of advocacy bootcamp, ILA Legislative Consultant update and a Legal Q & A. The South Suburban Library Legislative Breakfast is on Friday, February 16, 2018 at Tinley Park Public Library (cost \$25) from 8:30 – 10:30 A.M.

The library has completed the paperwork necessary to retain tax exempt status with Cook County Assessor's Office.

Mary Adamowski and Steve Newman met with Dan Ruzic of the Chicago Project Management in the fall about the library's capital needs plan. Mr. Ruzic went over the maintenance items, etc. and we are

awaiting his final document with such information as, estimated costs, life span of equipment, if the item will need a repair or replacement, and total possible costs.

Leid Products LLC was to have completed the library's After Hour Locker update by the end of December. The project is delayed due to his suppliers, but hopes to have it completed in early January.

The library will be putting out a Request for Qualifications (RFQ) in January to look for an architect/consultant to lead with the planning of needed spaces for the building to allow for expanded services, such as study areas, business centers, teen space, and more. This project will involve trustees, staff and community members. Trustee McMillan asked how the Building Committee fits in to the library projects. Attorney Dennis Walsh of KT&J said when dealing with architects and engineers there is a different type of protocol involved that relates to the RFQ process.

In late November Cain Millwork completed the replacement of the damaged baseboards in Youth Services, Room 104 and Room 105. The boards were damaged during the flooding that occurred in October.

TYCO Security began preliminary work of separating the burglar alarm system from the card access system on December 8. This is a three-phase project that includes separating the integrated systems, upgrading the existing software which is a prerequisite before moving to the new card access software and migrating the existing card access software to the new software. Technician Jason Farrar will begin his work during the first week in January and the project is expected to be completed by the end of February due to the intricacy of the work.

On Saturday evening Jet Stream scrubbed and waxed the rubber flooring in the Youth Services Department. The cleaning has restored the colors back to their original shades. Jet Stream will return on Wednesday night to apply an additional 2 coats of wax at Steve's request.

As a finishing touch to the lobby, the two columns were painted a shade of green that complements the logo on the Nurazzo tile. The columns tie in with the other shades of green that are present in the lobby such as the wall signs for Returns and Express Reserves.

The annual inventory report that lists all items of significant value that have been purchased or deleted from September 2016—September 2017 has been completed and submitted to Industrial Appraisal Company. Items such as all of the library's print and nonprint materials, technology equipment, NASA artifacts, Nurazzo and rubber flooring and the reupholstered Youth Services furniture were listed. The inventory assists in reevaluating the insurance values of the property. Trustee McMillan inquired to make sure IPLAR was using the appraised amounts and the library finance department was using the actual and both were confirmed by Assistant Library Director Adamowski and Finance Manager Kimmey.

No reports at this time.

No reports at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

Other Staff Reports

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Strategic Plan

No report at this time.

**Capital
Campaign
Committee**

None.

**Unfinished
Business**

Per Capita Grant 2018 – For Action

New Business

Vice President Leafblad motioned to approve the 2018 Per Capita Grant application for the Illinois State Library. President Barcelona seconded.

Library Director Weimar explained there are two parts to the Per Capita Grant, the financial requirement explanation for 2016 expenditures and the informational portion which highlighted safety and literacy. Completing the safety manual and viewing safety webinars for all Board and staff was highlighted.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

Resolution No. 2017-08 Approving and Adopting a revised Anti-Harassment Policy – For Action

Trustee Healy moved to approve the Resolution No. 2017-08 Approving and Adopting a revised Anti-Harassment Policy. Vice President Leafblad seconded.

Attorney Walsh said that on November 16, 2017 Public Act signed by the Governor requiring governmental units to adopt a sexual harassment policy that complies with the law's new requirements. The library's Employee Handbook which was adopted in fall of 2016 contained information regarding anti-harassment, but the resolution further establishes the library commitment to keeping our employees safe. Trustee Healy asked for clarification on Exhibit A of the resolution. Trustee McMillan inquired if there was an employee to patron sexual harassment policy in place. He also stated he would like the library to offer a workshop for staff on this topic in the near future.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

Resolution No. 2017-09 To Make Certain Closed Session Meeting Minutes Available for Public Inspection – For Action

Vice President Leafblad motioned to approve Resolution 2017-09 A Resolution Authorizing The Secretary of the Board of Library Trustees To Make Certain Closed Session Meeting Minutes Available For Public Inspection. Trustee Healy seconded.

No Discussion.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

Resolution No. 2017-10 Approving the Destruction of Certain Closed Session Meeting Recordings of the Board of Library Trustees of The Village Of Orland Park– For Action

President Barcelona motioned to adopt Resolution No. 2017-10 A Resolution Approving The Destruction of Certain Closed Session Meeting Recordings of The Board of Library Trustees Of The Village Of Orland Park. Vice President Leafblad seconded.

No Discussion.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

PMA Financial Investment Plan and Cash Flow Projection 2018 – For Action

Vice President Leafblad motioned to approve the PMA 2018 Investment Plan and Cash Flow Projection. President Barcelona seconded.

Trustee McMillan asked how long the library had been with PMA and Director Weimar indicated it has been since 2002. Trustee McShane asked why expenditures were so high in May. Finance Manager Kimmey said the high expenditure in May was due to the flooring project.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of registration for Head of Technical Services Wendy Xie to attend the Innovative/Polaris User Group Conference from April 23-26, 2018 in Orlando, Florida in the amount of \$325 – For Action

Vice President Leafblad motioned to approve the registration for Head of Technical Services Wendy Xie to attend the Innovative/Polaris User Group Conference from April 23-26, 2018 in Orlando, Florida in the amount of \$325. Treasurer Jennings seconded.

Library Director Weimar mentioned Innovative (iii) offers an annual conference in which members should attend in order to receive information on the upcoming updates and new services. Head of Technical Services Wendy Xie was made the Polaris administrator in May 2017 and she will bring back information for the library to use.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

Trustee McMillan remarked on how it was nice to have the library featured on the cover of a recent Orland Park Prairie

Announcements

Vice President Leafblad moved to adjourn the meeting and it was seconded by Trustee McMillan.

Adjournment

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 8:49 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended December 31, 2017
(Before Audit)

Revenues

Tax Revenues are at 99.8% of annual budget. Interest Income continues to be higher than budgeted due to investments being set up with longer maturities providing higher rates of returns.

Total Revenues are at 99.8% of annual budget.

Expenditures

Total Expenditures were \$ 33,469 under budget for the month and \$ 545,330 under budget on a year-to-date basis.

Salaries is under budget by \$ 14,472 for December and \$ 164,343 under budget year-to-date. There are a few open positions at this time.

Periodicals is over budget \$ 1,394 for the month and over budget on a year-to-date basis.

Audio-Visual Materials is over budget by \$ 1,520 for December, but under budget on a year-to-date basis.

Security System is over budget by \$ 25,281 for the month and over budget on a year-to-date basis.

Library Consultant is over budget by \$ 3,000 for December and over budget on a year-to-date basis.

Building and Custodial Supplies is over budget by \$ 875 for the month, but under budget on a year-to-date basis.

Building Repairs is over budget by \$ 2,603 for December, but under budget on a year-to-date basis.

Automation - Maintenance is over budget by \$ 873 for the month, but under budget on a year-to-date basis.

Patron Programs and Events is over budget by \$ 1,866 for December, but under budget on a year-to-date basis.

Public Information is over budget by \$ 4,282 for the month, but under budget on a year-to-date basis.

Postage is over budget by \$ 1,313 for December, but under budget on a year-to-date basis.

**Orland Park Public Library
Balance Sheet - All Funds
December 31, 2017
(Before Audit)**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	183,111.81	0.00	70,379.08		253,490.89
Cash - Marquette E-Commerce	2,696.19				2,696.19
PMA Financial Investments	6,079,875.40	1,075,881.96		542,900.91	7,698,658.27
Tax Receipts - Marquette	46,047.58			9,219.03	55,266.61
Special Reserve - Marquette	1.00	2,540.41			2,541.41
Cash - Harris Bank	0.00			0.00	0.00
Petty Cash	300.00				300.00
Interest Receivable	32,978.68	2,617.22		1,813.93	37,409.83
Property Taxes Receivable	13,218.62			4,142.64	17,361.26
Prepaid Expenses	98,799.31				98,799.31
Due from Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>6,457,028.59</u>	<u>1,081,039.59</u>	<u>70,379.08</u>	<u>558,076.51</u>	<u>8,166,523.77</u>
Liabilities & Fund Balance					
Health Insurance W/H Payable	0.00	0.00	0.00	0.00	0.00
457 W/H Payable	0.00	0.00	0.00	0.00	0.00
Garnishment W/H Payable	0.00	0.00	0.00	0.00	0.00
Due to General Fund	0.00	0.00	0.00	0.00	0.00
Deferred Property Tax Revenue	13,218.62	0.00	0.00	4,142.64	17,361.26
Accounts Payable	43,056.42	0.00	0.00	0.00	43,056.42
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	12,080.63	12,080.63
Total Liabilities	<u>56,275.04</u>	<u>0.00</u>	<u>0.00</u>	<u>16,223.27</u>	<u>72,498.31</u>
Beginning Unrestricted Fund Balance	6,326,294.05	773,095.83	68,284.75	533,848.88	7,701,523.51
Fund Balance - Nonspendable	98,799.31	0.00	0.00	0.00	98,799.31
Fund Balance - Restricted by Donors	0.00	0.00	0.00	0.00	0.00
Fund Balance - Restricted by Statute	13,597.41	0.00	0.00	0.00	13,597.41
Fund Balance - Restricted by Budget	0.00	0.00	0.00	0.00	0.00
Transfers between Funds	(300,000.00)	300,000.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>262,062.78</u>	<u>7,943.76</u>	<u>2,094.33</u>	<u>8,004.36</u>	<u>280,105.23</u>
Ending Fund Balance	<u>6,400,753.55</u>	<u>1,081,039.59</u>	<u>70,379.08</u>	<u>541,853.24</u>	<u>8,094,025.46</u>
Total Liabilities & Fund Balance	<u>6,457,028.59</u>	<u>1,081,039.59</u>	<u>70,379.08</u>	<u>558,076.51</u>	<u>8,166,523.77</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended December 31, 2017
(Before Audit)**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<u>Revenues</u>							
Taxes	27,657.10	432,853	6.39%	5,185,717.86	5,194,234	99.84%	5,194,234
Impact Fees	0.00	1,500	0.00%	6,500.00	18,000	36.11%	18,000
Replacement Taxes	433.34	1,000	43.33%	14,275.09	12,000	118.96%	12,000
State Grants	0.00	3,333	0.00%	0.00	40,000	0.00%	40,000
Non Resident Fees	0.00	500	0.00%	3,920.44	6,000	65.34%	6,000
Fines	3,430.94	4,583	74.86%	54,860.25	55,000	99.75%	55,000
Gifts	9,000.00	750	1200.00%	14,919.66	9,000	165.77%	9,000
Copy Machine	1,145.87	1,000	114.59%	14,599.77	12,000	121.66%	12,000
Interest Income	5,197.15	2,000	259.86%	61,617.36	24,000	256.74%	24,000
Miscellaneous Income	562.27	750	74.97%	9,914.51	9,000	110.16%	9,000
Total Revenues	47,426.67	448,270	10.58%	5,366,324.94	5,379,235	99.76%	5,379,234
<u>Expenditures</u>							
Salaries	194,527.19	208,999	93.08%	2,343,647.75	2,507,991	93.45%	2,507,992
Salaries-Maintenance	9,725.73	9,476	102.64%	113,378.63	113,711	99.71%	113,711
Life/Health Insurance	36,268.94	40,000	90.67%	451,670.11	480,000	94.10%	480,000
Books	16,537.95	34,000	48.64%	337,352.49	408,000	82.68%	408,000
Electronic Databases	5,976.52	6,083	98.25%	78,443.21	73,000	107.46%	73,000
Periodicals	4,560.58	3,167	144.00%	40,874.48	38,000	107.56%	38,000
Audio Visual Materials	15,269.74	13,750	111.05%	144,199.86	165,000	87.39%	165,000
Audio Visual Equipment	0.00	83	0.00%	51.97	1,000	5.20%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	1,056.45	1,158	91.23%	10,881.66	13,900	78.29%	13,900
Insurance	4,096.50	4,083	100.33%	47,158.25	49,000	96.24%	49,000
Landscaping & Groundskeeping	979.13	2,000	48.96%	20,897.45	24,000	87.07%	24,000
Building Maintenance	29,272.93	33,833	86.52%	382,159.88	406,000	94.13%	406,000
Security System	26,281.00	1,000	2628.10%	28,957.06	12,000	241.31%	12,000
Library Office & Equipment	0.00	83	0.00%	0.00	1,000	0.00%	1,000
Legal	1,242.05	9,583	12.96%	60,881.71	115,000	52.94%	115,000
Library Consultant	3,833.35	833	0.00%	14,300.00	10,000	0.00%	10,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	0.00	750	0.00%	11,524.32	9,000	128.05%	9,000
Natural Gas	2,337.84	3,000	77.93%	33,644.45	36,000	93.46%	36,000
Telephone	689.47	800	86.18%	7,705.69	9,600	80.27%	9,600
Purchase - New Equipment	0.00	1,667	0.00%	4,710.00	20,000	23.55%	20,000
Building & Custodial Supplies	3,874.71	3,000	129.16%	32,172.23	36,000	89.37%	36,000
Building Repairs	4,436.30	1,833	242.02%	14,217.82	22,000	64.63%	22,000
Lib. & Off. Eqpt Rep. & Maint	459.20	1,500	30.61%	14,036.20	18,000	77.98%	18,000
Machine Rental	0.00	333	0.00%	932.04	4,000	23.30%	4,000
Automation - Equipment	3,080.83	6,667	46.21%	59,921.80	80,000	74.90%	80,000
Automation - Line Costs	409.16	625	65.47%	3,953.06	7,500	52.71%	7,500
Automation - Consultant	4,124.75	12,083	34.14%	74,528.97	145,000	51.40%	145,000
Automation - Maintenance	7,955.94	7,083	112.32%	81,609.50	85,000	96.01%	85,000
Library Furniture	4,998.53	5,417	92.27%	81,318.02	65,000	125.10%	65,000
Outreach Services	29.47	583	5.05%	5,686.87	7,000	81.24%	7,000

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended December 31, 2017
(Before Audit)**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	750.00	583	128.64%	3,576.38	7,000	51.09%	7,000
Staff Training & Education	278.96	1,984	14.06%	8,777.07	23,804	36.87%	23,804
Conference Fees	130.00	500	26.00%	7,685.00	6,000	128.08%	6,000
Patron Programs & Events	5,365.97	3,500	153.31%	40,974.95	42,000	97.56%	42,000
Association Dues & Fees	213.00	750	28.40%	5,435.00	9,000	60.39%	9,000
Public Information	7,531.67	3,250	231.74%	34,753.26	39,000	89.11%	39,000
Library Supplies	1,202.70	3,500	34.36%	40,882.20	42,000	97.34%	42,000
Office Supplies	320.92	750	42.79%	4,803.23	9,000	53.37%	9,000
Postage	2,563.26	1,250	205.06%	13,440.63	15,000	89.60%	15,000
Printing	620.22	750	82.70%	4,604.92	9,000	51.17%	9,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	17,811.14	18,018	98.85%	207,938.78	216,221	96.17%	216,221
Contribution to FICA	15,028.57	16,713	89.92%	183,630.86	200,560	91.56%	200,560
Audit	972.24	942	103.21%	11,250.00	11,300	99.56%	11,300
Liability Ins.-D&O,Bonds,WC	2,501.66	4,250	58.86%	35,198.62	51,000	69.02%	51,000
Unemployment Compensation	0.00	337	0.00%	0.00	4,000	0.00%	4,000
Bank Charges	15.00	250	6.00%	495.78	3,000	16.53%	3,000
Total Expenditures	437,329.57	470,799	92.89%	5,104,262.16	5,649,592	90.35%	5,649,588
Excess (Deficiency) of Revenues Over (Under) Expenditures	(389,902.90)	(22,529)		262,062.78	(270,353)		(270,354)
Interfund Transfers In / (Out)	0	0		0	0		0
Net Change in Fund Balance	(389,902.90)	(22,529)		262,062.78	(270,353)		(270,354)

Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended December 31, 2017
(Before Audit)

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
Revenues						
Taxes	0.00	0.00	0.00	0.00	9,219.03	1,676,716.88
Impact Fees	0.00	0.00	0.00	0.00	0.00	0.00
Replacement Taxes	0.00	0.00	0.00	0.00	0.00	0.00
State Grants	0.00	0.00	0.00	0.00	0.00	0.00
Non Resident Fees	0.00	0.00	0.00	0.00	0.00	0.00
Fines	0.00	0.00	0.00	0.00	0.00	0.00
Gifts	0.00	0.00	0.00	0.00	0.00	0.00
Copy Machine	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income	1,035.85	7,993.76	5.97	69.33	552.77	10,644.57
Capital Campaign	0.00	0.00	225.00	2,025.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	1,035.85	7,993.76	230.97	2,094.33	9,771.80	1,687,361.45
Expenditures						
Building Repairs	0.00	0.00	0.00	0.00	0.00	0.00
Audio Visual Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Consultant	0.00	0.00	0.00	0.00	0.00	0.00
Library Furniture	0.00	17.00	0.00	0.00	0.00	0.00
Library Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	0.00	33.00	0.00	0.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	12,080.63	1,679,357.09
Total Expenditures	0.00	50.00	0.00	0.00	12,080.63	1,679,357.09
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,035.85	7,943.76	230.97	2,094.33	(2,308.83)	8,004.36
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	1,035.85	7,943.76	230.97	2,094.33	(2,308.83)	8,004.36

Orland Park Public Library
Check Detail
December 19, 2017 through January 15, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57430	12/22/2017	ADP, LLC	101010 · Cash - Marquette	-486.30
TOTAL					486.30
Bill	505167096	12/15/2017		104420 · Accounting	486.30
Bill Pmt -Check	57431	12/22/2017	Anderson's Construction Co.	101010 · Cash - Marquette	-700.00
TOTAL					700.00
Bill	C-2135	12/11/2017		104450 · Building Maintenance	700.00
Bill Pmt -Check	57432	12/22/2017	Audio Editions	101010 · Cash - Marquette	-34.35
TOTAL					34.35
Bill	1654388	12/01/2017		104342 · Audio Visual Materials-Outreach	34.35
Bill Pmt -Check	57433	12/22/2017	Center Point Large Print	101010 · Cash - Marquette	-114.45
TOTAL					91.08
Bill	1533753	12/03/2017		104340 · Audio Visual Materials - Adult	23.37
Bill	1534053	12/03/2017		104340 · Audio Visual Materials - Adult	114.45
TOTAL					-23.40
Bill Pmt -Check	57434	12/22/2017	Chicago Sun-Times	101010 · Cash - Marquette	-23.40
TOTAL					23.40
Bill	12/4/17	12/04/2017		104320 · Periodicals - Adult	23.40
Bill Pmt -Check	57435	12/22/2017	Current Technologies Corporation	101010 · Cash - Marquette	-5,172.50
TOTAL					2,832.50
Bill	7969	12/14/2017		104580 · Automation - Maintenance	2,340.00
Bill	718969	12/19/2017		104577 · Automation - Consultant	5,172.50
TOTAL					-636.29
Bill Pmt -Check	57436	12/22/2017	Findaway World, LLC	101010 · Cash - Marquette	-636.29
TOTAL					636.29
Bill	235865	12/01/2017		104340 · Audio Visual Materials - Adult	636.29

**Orland Park Public Library
Check Detail**
December 19, 2017 through January 15, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt - Check	57437	12/22/2017	Gale/Cengage Learning	101010 - Cash - Marquette	-1,823.28
Bill	62322484	12/05/2017		104310 - Books - Adult	24.80
Bill	62330443	12/06/2017		104312 - Books - Outreach	551.01
Bill	62330349	12/06/2017		104312 - Books - Outreach	272.70
Bill	62330467	12/06/2017		104310 - Books - Adult	27.19
Bill	62330353	12/06/2017		104310 - Books - Adult	31.19
Bill	62330976	12/06/2017		104310 - Books - Adult	49.60
Bill	62330233	12/06/2017		104310 - Books - Adult	27.90
Bill	62330631	12/06/2017		104310 - Books - Adult	57.58
Bill	62338105	12/07/2017		104312 - Books - Outreach	203.12
Bill	62338198	12/07/2017		104312 - Books - Outreach	455.82
Bill	62338721	12/07/2017		104310 - Books - Adult	43.19
Bill	62338033	12/07/2017		104310 - Books - Adult	24.79
Bill	62338000	12/07/2017		104310 - Books - Adult	24.80
Bill	62348386	12/11/2017		104310 - Books - Adult	29.59
TOTAL					1,823.28
Bill Pmt - Check	57438	12/22/2017	Garvey's Office Products	101010 - Cash - Marquette	-15.53
Bill	PINNV1450919	12/11/2017		104710 - Library Supplies	15.53
TOTAL					15.53
Bill Pmt - Check	57439	12/22/2017	Grasso Graphics, Inc.	101010 - Cash - Marquette	-7,276.67
Bill	29060	12/14/2017		104660 - Public Information	7,276.67
TOTAL					7,276.67
Bill Pmt - Check	57440	12/22/2017	Harrisburg Public Library District	101010 - Cash - Marquette	-7.99
Bill	12/15/17	12/15/2017		104310 - Books - Adult	7.99
TOTAL					7.99
Bill Pmt - Check	57441	12/22/2017	Ingram Library Services	101010 - Cash - Marquette	-8,972.18
Bill	See Detail List	12/22/2017		104310 - Books - Adult	5,349.40

Orland Park Public Library
Check Detail
December 19, 2017 through January 15, 2018

Type	Num	Date	Name	Account	Original Amount
TOTAL					8,972.18
Bill Pmt -Check	57442	12/22/2017	Jet Stream Corp	101010 · Cash - Marquette	-820.00
Bill	1767	12/15/2017		104450 · Building Maintenance	820.00
TOTAL					820.00
Bill Pmt -Check	57443	12/22/2017	Jon-Don	101010 · Cash - Marquette	-14.59
Bill	3071411	12/13/2017		104530 · Building & Custodial Supplies	14.59
TOTAL					14.59
Bill Pmt -Check	57444	12/22/2017	LEID Products	101010 · Cash - Marquette	-11,870.00
Bill	217067	12/18/2017		104450 · Building Maintenance	11,870.00
TOTAL					11,870.00
Bill Pmt -Check	57445	12/22/2017	Library Furniture International, Inc.	101010 · Cash - Marquette	-3,894.00
Bill	5784	12/21/2017		104590 · Library Furniture	3,894.00
TOTAL					3,894.00
Bill Pmt -Check	57446	12/22/2017	Lite Tech, Inc.	101010 · Cash - Marquette	-258.98
Bill	81717	12/13/2017		104530 · Building & Custodial Supplies	258.98
TOTAL					258.98
Bill Pmt -Check	57447	12/22/2017	M. Cooper Winsupply Company	101010 · Cash - Marquette	-62.37
Bill	S1943024.001	12/14/2017		104540 · Building Repairs	62.37
TOTAL					62.37
Bill Pmt -Check	57448	12/22/2017	Marti LaHood	101010 · Cash - Marquette	-300.00
Bill	1/10/18	12/22/2017		104640 · Patron Programs&Events-Outreach	300.00

**Orland Park Public Library
Check Detail**
December 19, 2017 through January 15, 2018

Type	Num	Date	Name	Account	Original Amount
TOTAL					300.00
Bill Pmt - Check	57449	12/22/2017	Message Movers	101010 - Cash - Marquette	-156.64
Bill	1711026	12/06/2017		104710 - Library Supplies	156.64
TOTAL					156.64
Bill Pmt - Check	57450	12/22/2017	Midwest Tape	101010 - Cash - Marquette	-151.96
Bill	95612535	12/01/2017		104340 - Audio Visual Materials - Adult	119.97
Bill	95657086	12/13/2017		104340 - Audio Visual Materials - Adult	31.99
TOTAL					151.96
Bill Pmt - Check	57451	12/22/2017	NIR Roof Care, Inc.	101010 - Cash - Marquette	-544.00
Bill	122317	12/31/2017		104450 - Building Maintenance	544.00
TOTAL					544.00
Bill Pmt - Check	57452	12/22/2017	Ollis Book Corporation	101010 - Cash - Marquette	-2,587.00
Bill	245147	12/12/2017		104311 - Books - Youth	102.69
Bill	245148	12/12/2017		104311 - Books - Youth	12.99
Bill	245149	12/12/2017		104311 - Books - Youth	124.65
Bill	245146	12/12/2017		104311 - Books - Youth	174.45
Bill	245143	12/12/2017		104311 - Books - Youth	154.58
Bill	245144	12/12/2017		104311 - Books - Youth	224.53
Bill	245145	12/12/2017		104311 - Books - Youth	370.80
Bill	245142	12/12/2017		104311 - Books - Youth	1,422.31
TOTAL					2,587.00
Bill Pmt - Check	57453	12/22/2017	OverDrive, Inc.	101010 - Cash - Marquette	-179.44
Bill	0125CO17094710	12/13/2017		104311 - Books - Youth	179.44
TOTAL					179.44
Bill Pmt - Check	57454	12/22/2017	Paramount-EO, Inc.	101010 - Cash - Marquette	-195.30

Orland Park Public Library Check Detail

December 19, 2017 through January 15, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	S700698400.001	12/20/2017		104540 · Building Repairs	195.30
TOTAL					195.30
Bill Pmt -Check	57455	12/22/2017	Penguin Random House LLC	101010 · Cash - Marquette	-168.75
Bill	1084885118	12/01/2017		104340 · Audio Visual Materials - Adult	93.75
Bill	1085322376	12/01/2017		104340 · Audio Visual Materials - Adult	30.00
Bill	1085361696	12/04/2017		104340 · Audio Visual Materials - Adult	22.50
Bill	1085404961	12/08/2017		104340 · Audio Visual Materials - Adult	22.50
TOTAL					-168.75
Bill Pmt -Check	57456	12/22/2017	ProQuest LLC	101010 · Cash - Marquette	-1,352.27
Bill	61492031	12/06/2017		104310 · Books - Adult	1,352.27
TOTAL					1,352.27
Bill Pmt -Check	57457	12/22/2017	Quill Corporation	101010 · Cash - Marquette	-128.66
Bill	1822434	12/01/2017		104710 · Library Supplies	3.80
Bill	3070693	12/07/2017		104530 · Building & Custodial Supplies	124.86
TOTAL					128.66
Bill Pmt -Check	57458	12/22/2017	Recorded Books, INC	101010 · Cash - Marquette	-733.69
Bill	75604868	12/01/2017		104340 · Audio Visual Materials - Adult	27.00
Bill	75605191	12/01/2017		104340 · Audio Visual Materials - Adult	41.39
Bill	75605418	12/01/2017		104340 · Audio Visual Materials - Adult	19.96
Bill	75605504	12/01/2017		104340 · Audio Visual Materials - Adult	50.39
Bill	75605688	12/01/2017		104340 · Audio Visual Materials - Adult	47.69
Bill	75606397	12/01/2017		104340 · Audio Visual Materials - Adult	26.99
Bill	75607244	12/01/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75607326	12/01/2017		104340 · Audio Visual Materials - Adult	31.49
Bill	75607346	12/01/2017		104340 · Audio Visual Materials - Adult	36.00
Bill	75608281	12/01/2017		104340 · Audio Visual Materials - Adult	53.99
Bill	75609875	12/01/2017		104340 · Audio Visual Materials - Adult	178.54
Bill	75610011	12/01/2017		104340 · Audio Visual Materials - Adult	40.50
Bill	75610203	12/01/2017		104340 · Audio Visual Materials - Adult	71.77

**Orland Park Public Library
Check Detail
December 19, 2017 through January 15, 2018**

Type	Num	Date	Name	Account	Original Amount
Bill	75611414	12/01/2017		104340 - Audio Visual Materials - Adult	35.99
Bill	75612227	12/01/2017		104340 - Audio Visual Materials - Adult	36.00
TOTAL					733.69
Bill Pmt - Check	57459	12/22/2017	Sunlight Maintenance Supply	101010 - Cash - Marquette	-822.17
Bill	5492	12/10/2017		104530 - Building & Custodial Supplies	465.86
Bill	5499	12/16/2017		104530 - Building & Custodial Supplies	356.31
TOTAL					822.17
Bill Pmt - Check	57460	12/22/2017	Tom Vaughn, Trustee	101010 - Cash - Marquette	-300.00
Bill	RCS Garnishmt 1/1/15	11/15/2017		102171 - Garnishment W/H Payable	100.00
Bill	RCS Garnishmt 1/1/30	11/30/2017		102171 - Garnishment W/H Payable	100.00
Bill	RCS Garnishment 12/1	12/15/2017		102171 - Garnishment W/H Payable	100.00
TOTAL					300.00
Bill Pmt - Check	57461	12/22/2017	Tyco Integrated Security LLC	101010 - Cash - Marquette	-26,281.00
Bill	297455932	12/09/2017		104460 - Security System	267.00
Bill	29745960	12/09/2017		104460 - Security System	147.00
Bill	29778947	12/19/2017		104460 - Security System	7,287.00
Bill	29778948	12/19/2017		104460 - Security System	13,458.00
Bill	29778949	12/19/2017		104460 - Security System	3,392.00
Bill	29778950	12/19/2017		104460 - Security System	1,730.00
TOTAL					26,281.00
Bill Pmt - Check	57462	12/22/2017	Unique Management Services, Inc.	101010 - Cash - Marquette	-26.85
Bill	454293	12/01/2017		104495 - Legal	26.85
TOTAL					26.85
Bill Pmt - Check	57463	12/22/2017	Recorded Books, INC	101010 - Cash - Marquette	-494.72
Bill	75612802	12/01/2017		104340 - Audio Visual Materials - Adult	50.39
Bill	75613092	12/01/2017		104340 - Audio Visual Materials - Adult	35.99
Bill	75614563	12/01/2017		104340 - Audio Visual Materials - Adult	31.49

Orland Park Public Library
Check Detail

December 19, 2017 through January 15, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	75615395	12/01/2017		104340 · Audio Visual Materials - Adult	22.49
Bill	75610949	12/01/2017		104340 · Audio Visual Materials - Adult	7.95
Bill	75615656	12/01/2017		104340 · Audio Visual Materials - Adult	53.99
Bill	75615711	12/01/2017		104340 · Audio Visual Materials - Adult	17.99
Bill	75615714	12/01/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75616234	12/01/2017		104340 · Audio Visual Materials - Adult	49.49
Bill	75616289	12/01/2017		104340 · Audio Visual Materials - Adult	13.49
Bill	75616877	12/01/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75616983	12/01/2017		104340 · Audio Visual Materials - Adult	31.50
Bill	75617453	12/01/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75617759	12/01/2017		104340 · Audio Visual Materials - Adult	17.99
Bill	75617850	12/01/2017		104340 · Audio Visual Materials - Adult	53.99
TOTAL					494.72

Type	Num	Date	Name	Account	Original Amount
Bill Pmt-Check	57464	12/22/2017	Recorded Books, INC	101010 · Cash - Marquette	-688.62
Bill	75618216	12/01/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75618227	12/01/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75618244	12/01/2017		104340 · Audio Visual Materials - Adult	31.49
Bill	75618421	12/01/2017		104340 · Audio Visual Materials - Adult	27.00
Bill	75619059	12/01/2017		104340 · Audio Visual Materials - Adult	31.50
Bill	75620551	12/01/2017		104340 · Audio Visual Materials - Adult	76.44
Bill	75621894	12/01/2017		104340 · Audio Visual Materials - Adult	62.20
Bill	75621942	12/01/2017		104340 · Audio Visual Materials - Adult	46.37
Bill	75623466	12/01/2017		104340 · Audio Visual Materials - Adult	40.50
Bill	75623473	12/01/2017		104340 · Audio Visual Materials - Adult	40.50
Bill	75623540	12/01/2017		104340 · Audio Visual Materials - Adult	58.20
Bill	75623565	12/01/2017		104340 · Audio Visual Materials - Adult	40.50
Bill	75623579	12/01/2017		104340 · Audio Visual Materials - Adult	40.50
Bill	75623608	12/01/2017		104340 · Audio Visual Materials - Adult	40.50
Bill	75623907	12/01/2017		104340 · Audio Visual Materials - Adult	80.94
TOTAL					688.62

Type	Num	Date	Name	Account	Original Amount
Bill Pmt-Check	57465	12/22/2017	Recorded Books, INC	101010 · Cash - Marquette	-689.09
Bill	75624147	12/01/2017		104340 · Audio Visual Materials - Adult	53.99
Bill	75624624	12/01/2017		104340 · Audio Visual Materials - Adult	35.99

**Orland Park Public Library
Check Detail
December 19, 2017 through January 15, 2018**

Type	Num	Date	Name	Account	Original Amount
Bill	75625715	12/01/2017		104340 · Audio Visual Materials - Adult	40.50
Bill	75626031	12/01/2017		104340 · Audio Visual Materials - Adult	31.50
Bill	75626196	12/01/2017		104340 · Audio Visual Materials - Adult	27.00
Bill	75627242	12/01/2017		104340 · Audio Visual Materials - Adult	39.99
Bill	75627265	12/01/2017		104340 · Audio Visual Materials - Adult	82.20
Bill	75627970	12/01/2017		104340 · Audio Visual Materials - Adult	31.50
Bill	75628594	12/01/2017		104340 · Audio Visual Materials - Adult	31.45
Bill	75628628	12/01/2017		104340 · Audio Visual Materials - Adult	31.49
Bill	75628641	12/01/2017		104340 · Audio Visual Materials - Adult	31.49
Bill	75629263	12/01/2017		104340 · Audio Visual Materials - Adult	36.00
Bill	75630127	12/01/2017		104340 · Audio Visual Materials - Adult	62.99
Bill	75630327	12/01/2017		104340 · Audio Visual Materials - Adult	36.00
Bill	75630699	12/01/2017		104340 · Audio Visual Materials - Adult	117.00
TOTAL					689.09
Bill Pmt - Check	57466	12/22/2017	Recorded Books, INC	101010 · Cash - Marquette	-396.85
Bill	75631069	12/01/2017		104340 · Audio Visual Materials - Adult	63.00
Bill	75631075	12/01/2017		104340 · Audio Visual Materials - Adult	31.50
Bill	75631453	12/01/2017		104340 · Audio Visual Materials - Adult	36.00
Bill	75633421	12/01/2017		104340 · Audio Visual Materials - Adult	35.09
Bill	75633785	12/01/2017		104340 · Audio Visual Materials - Adult	72.00
Bill	75634575	12/01/2017		104340 · Audio Visual Materials - Adult	28.80
Bill	75634605	12/01/2017		104340 · Audio Visual Materials - Adult	40.49
Bill	75634664	12/01/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75635006	12/01/2017		104340 · Audio Visual Materials - Adult	26.99
Bill	75635120	12/01/2017		104340 · Audio Visual Materials - Adult	26.99
TOTAL					396.85
Bill Pmt - Check	57467	12/22/2017	Maqpool Rashid	101010 · Cash - Marquette	-750.00
Bill		12/18/2017		104610 · Board Training & Education	750.00
TOTAL					750.00
Bill Pmt - Check	57469	01/04/2018	ADP, LLC	101010 · Cash - Marquette	-472.65
Bill	506035118	12/29/2017		104420 · Accounting	472.65

Orland Park Public Library
Check Detail
December 19, 2017 through January 15, 2018

TOTAL	Type	Num	Date	Name	Account	Original Amount
	Bill Pmt -Check	57470	01/04/2018	Alternative Energy Solutions, Ltd.	101010 · Cash - Marquette	-331.00
	Bill	34901	12/29/2017		104450 · Building Maintenance	331.00
TOTAL						331.00
	Bill Pmt -Check	57471	01/04/2018	Annuity Premium Reserve Account	101010 · Cash - Marquette	-375.00
	Bill	11/30/17 Statement	11/30/2017		102180 · 457 Plan W/H Payable	375.00
TOTAL						375.00
	Bill Pmt -Check	57472	01/04/2018	AT&T	101010 · Cash - Marquette	0.00
TOTAL						0.00
	Bill Pmt -Check	57473	01/04/2018	Belleville Public Library	101010 · Cash - Marquette	-8.99
	Bill	12/21/17	12/21/2017		104310 · Books - Adult	8.99
TOTAL						8.99
	Bill Pmt -Check	57474	01/04/2018	Cain Millwork, Inc.	101010 · Cash - Marquette	-3,270.00
	Bill	508246	12/31/2017		104540 · Building Repairs	3,270.00
TOTAL						3,270.00
	Bill Pmt -Check	57475	01/04/2018	Capital One Commercial	101010 · Cash - Marquette	-280.97
	Bill	12/26/17 Statement	12/26/2017		104530 · Building & Custodial Supplies	18.99
					104530 · Building & Custodial Supplies	177.05
					104642 · Patron Programs & Events-Youth	15.99
					104710 · Library Supplies	27.98
					104640 · Patron Programs&Events-Outreach	40.96
TOTAL						280.97
	Bill Pmt -Check	57476	01/04/2018	Cardmember Service	101010 · Cash - Marquette	-3,251.54

Orland Park Public Library Check Detail December 19, 2017 through January 15, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	December Statement	12/22/2017			
				104740 · Printing	658.94
				104642 · Patron Programs & Events-Youth	58.91
				104730 · Postage	7.08
				104642 · Patron Programs & Events-Youth	29.99
				104642 · Patron Programs & Events-Youth	47.04
				104320 · Periodicals - Adult	19.50
				104320 · Periodicals - Adult	25.95
				104320 · Periodicals - Adult	20.00
				104320 · Periodicals - Adult	20.99
				104320 · Periodicals - Adult	28.00
				104320 · Periodicals - Adult	50.60
				104530 · Building & Custodial Supplies	24.81
				104642 · Patron Programs & Events-Youth	78.49
				104341 · Audio Visual Materials - Youth	259.87
				104620 · Staff Training & Education	97.29
				104642 · Patron Programs & Events-Youth	285.21
				104450 · Building Maintenance	613.80
				104530 · Building & Custodial Supplies	44.06
				104640 · Patron Programs&Events-Outreach	14.12
				104642 · Patron Programs & Events-Youth	32.97
				104530 · Building & Custodial Supplies	68.83
				104642 · Patron Programs & Events-Youth	122.39
				104642 · Patron Programs & Events-Youth	132.99
				104660 · Public Information	127.50
				104630 · Conference Fees	130.00
				104570 · Automation - Equipment	50.00
				104642 · Patron Programs & Events-Youth	49.54
				104642 · Patron Programs & Events-Youth	15.98
				104590 · Library Furniture	111.99
				104642 · Patron Programs & Events-Youth	7.99
				104730 · Postage	13.18
				104530 · Building & Custodial Supplies	76.80
				104530 · Building & Custodial Supplies	219.29
				104642 · Patron Programs & Events-Youth	31.50
TOTAL					3,575.60

Bill Pmt -Check 57477

01/04/2018

Chicago Project Management, Inc.

101010 · Cash - Marquette

-3,500.00

**Orland Park Public Library
Check Detail
December 19, 2017 through January 15, 2018**

Type	Num	Date	Name	Account	Original Amount
Bill	12/31/17	12/31/2017		104497 - Library Consultant	3,500.00
TOTAL					3,500.00
Bill Pmt -Check	57478	01/04/2018	Curalinc, LLC	101010 - Cash - Marquette	-480.00
Bill	6894	12/05/2017		104230 - Life/Health Insurance	480.00
TOTAL					480.00
Bill Pmt -Check	57479	01/04/2018	Current Technologies Corporation	101010 - Cash - Marquette	-59,000.00
Bill	718991	01/01/2018		104577 - Automation - Consultant	59,000.00
TOTAL					59,000.00
Bill Pmt -Check	57480	01/04/2018	Daniel Findley	101010 - Cash - Marquette	-200.00
Bill	1/16/18	01/16/2018		104640 - Patron Programs&Events-Outreach	200.00
TOTAL					200.00
Bill Pmt -Check	57481	01/04/2018	Findaway World, LLC	101010 - Cash - Marquette	-19.99
Bill	239879	12/27/2017		104340 - Audio Visual Materials - Adult	19.99
TOTAL					19.99
Bill Pmt -Check	57482	01/04/2018	Folkmanis, Inc.	101010 - Cash - Marquette	-247.25
Bill	1613720	12/13/2017		104642 - Patron Programs & Events-Youth	247.25
TOTAL					247.25
Bill Pmt -Check	57483	01/04/2018	Gale/Cengage Learning	101010 - Cash - Marquette	-1,009.21
Bill	62361937	12/14/2017		104310 - Books - Adult	49.60
Bill	62393797	12/21/2017		104312 - Books - Outreach	316.67
Bill	62393940	12/21/2017		104312 - Books - Outreach	642.94
TOTAL					1,009.21
Bill Pmt -Check	57484	01/04/2018	Go Promotions	101010 - Cash - Marquette	-1,440.00

**Orland Park Public Library
Check Detail
December 19, 2017 through January 15, 2018**

Type	Num	Date	Name	Account	Original Amount
Bill	148153	12/20/2017		104642 - Patron Programs & Events-Youth	1,440.00
TOTAL					1,440.00
Bill Pmt -Check	57485	01/04/2018	Grey House Publishing, Inc.	101010 - Cash - Marquette	-5,661.00
Bill	939108	12/29/2017		104315 - Electronic Databases	5,661.00
TOTAL					5,661.00
Bill Pmt -Check	57486	01/04/2018	Klein, Thorpe and Jenkins, Ltd.	101010 - Cash - Marquette	-775.20
Bill	193146	12/20/2017		104495 - Legal	775.20
TOTAL					775.20
Bill Pmt -Check	57487	01/04/2018	Konica Minolta Business Solutions USA Inc	101010 - Cash - Marquette	-22.82
Bill	9004146386	12/19/2017		104550 - Lib. & Off. Eqpt Rep. & Maint	10.82
Bill	9004149468	12/20/2017		104550 - Lib. & Off. Eqpt Rep. & Maint	12.00
TOTAL					22.82
Bill Pmt -Check	57488	01/04/2018	Lite Tech, Inc.	101010 - Cash - Marquette	-203.00
Bill	81747	12/20/2017		104530 - Building & Custodial Supplies	203.00
TOTAL					203.00
Bill Pmt -Check	57489	01/04/2018	Manufacturers' News, Inc.	101010 - Cash - Marquette	-218.90
Bill	289224-00 2	12/15/2017		104310 - Books - Adult	218.90
TOTAL					218.90
Bill Pmt -Check	57490	01/04/2018	Max Grinnell	101010 - Cash - Marquette	-300.00
Bill	1/30/18	01/30/2018		104640 - Patron Programs&Events-Outreach	300.00
TOTAL					300.00
Bill Pmt -Check	57491	01/04/2018	Neofunds By Neopost	101010 - Cash - Marquette	-500.00

**Orland Park Public Library
Check Detail**

December 19, 2017 through January 15, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	12/27/17 Billing	12/29/2017		104730 · Postage	500.00
TOTAL					500.00
Bill Pmt-Check	57492	01/04/2018	Neviol, Inc.	101010 · Cash - Marquette	-6,300.00
Bill	6078	01/01/2018		104450 · Building Maintenance	6,300.00
TOTAL					6,300.00
Bill Pmt-Check	57493	01/04/2018	Nicor Gas	101010 · Cash - Marquette	-2,337.84
Bill	12/19/17	12/19/2017		104517 · Natural Gas	2,337.84
TOTAL					2,337.84
Bill Pmt-Check	57494	01/04/2018	Penguin Random House LLC	101010 · Cash - Marquette	-22.50
Bill	1085404962	12/08/2017		104342 · Audio Visual Materials-Outreach	22.50
TOTAL					22.50
Bill Pmt-Check	57495	01/04/2018	Reliastar Life Insurance Company	101010 · Cash - Marquette	-3,200.00
Bill	12/15/17	12/15/2017		102160 · 457 Plan W/H Payable	3,200.00
TOTAL					3,200.00
Bill Pmt-Check	57496	01/04/2018	Robert Rodriguez	101010 · Cash - Marquette	-250.00
Bill	1/25/18	01/25/2018		104640 · Patron Programs&Events-Outreach	250.00
TOTAL					250.00
Bill Pmt-Check	57497	01/04/2018	Schindler Elevator Corporation	101010 · Cash - Marquette	-790.00
Bill	7152640705	12/20/2017		104450 · Building Maintenance	790.00
TOTAL					790.00
Bill Pmt-Check	57498	01/04/2018	Silver Star Expositions	101010 · Cash - Marquette	-195.00
Bill	4/25/18	01/10/2018		104600 · Outreach Services	195.00
TOTAL					195.00

**Orland Park Public Library
Check Detail
December 19, 2017 through January 15, 2018**

Type	Num	Date	Name	Account	Original Amount
Bill Pmt - Check	57499	01/04/2018	Sunlight Maintenance Supply	101010 - Cash - Marquette	-440.36
Bill	16829	12/19/2017		104530 - Building & Custodial Supplies	28.00
Bill	5516	12/22/2017		104530 - Building & Custodial Supplies	412.36
TOTAL					440.36
Bill Pmt - Check	57500	01/04/2018	SYNCHRONY BANK/AMAZON	101010 - Cash - Marquette	-11,997.75
Bill	12/15/17 Statement	12/15/2017		104340 - Audio Visual Materials - Adult	6,836.90
				104341 - Audio Visual Materials - Youth	2,726.96
				104342 - Audio Visual Materials-Outreach	108.16
				104310 - Books - Adult	112.79
				104311 - Books - Youth	29.22
				104540 - Building Repairs	823.19
				104640 - Patron Programs&Events-Outreach	152.94
				104550 - Lib. & Off. Eqpt Rep. & Maint	436.38
				104570 - Automation - Equipment	671.21
TOTAL					11,897.75
Bill Pmt - Check	57501	01/04/2018	Tim Wisey	101010 - Cash - Marquette	-300.00
Bill	1/19/18	01/19/2018		104640 - Patron Programs&Events-Outreach	300.00
TOTAL					300.00
Bill Pmt - Check	57502	01/04/2018	AT&T	101010 - Cash - Marquette	-80.47
Bill	12/12/17 2	12/12/2017		104575 - Automation - Line Costs	80.47
TOTAL					80.47
Subtotal - Checks					\$ 187,159.45
Gross Payroll on 12/31/17					\$ 100,981.09
Payment to Village for IMRF/Insurance for December, 2017					\$ 64,984.04
Gross Payroll on 1/12/18					\$ 112,210.29
Grand Total					\$ 465,334.87

Adult Services Board Report December 2017

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writer's Group 12/7; 8 adults

DIY Craft: Snow Candles 12/8; 13 adults

eBooks, eMagazines, eReaders 12/11, 12/21; 2 adults

Six genre book discussions 12/14, 12/18, 12/20, 12/20, 12/28; 29 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Andy Masura attended Performance Evaluation training (OPPL) on Dec 6, 2017

Diane Srebro attended Performance Evaluation training (OPPL) on Dec 6, 2017

STATISTICS

Database Statistics December 2017-2016 Comparison

Database	2017	2016	Data Type
Ancestry	1129	1393	Total Searches
Careers College	28	26	Total Users
Consumer Reports	92	83	Total Log-Ins
EBSCO	1179*	27918	Total Searches
Gale Virtual Ref. Lib.	11	10	Total Searches
Heritage Quest	311	800	Total Searches
Lynda.com	79	N/A	Total Log-Ins
Mango Languages	66	N/A	Total Sessions
OCLC	5483	5470	Total Searches
Proquest	28	108	Total Searches
Reference USA	193	136	Total searches
Weiss & Street Financial Ratings	22	N/A	Total Log-Ins

Note: *EBSCO has changed the way they report statistics. These figures are more in line with the one click statistics kept by the library.

Statistics from web forms

Category	12/2017	12/2016
Reference	2838	2516
Ref Remote	137	131
Non-Reference	245	165
N-R Remote	14	10

Extended Help	23	0
Passive Programming	7	0
Prog Att	52	31
Items shelved	17430	20047
Carts shelved	226	372

CUSTOMER SERVICE LOG

12/06/17 Patron remarked that, when requesting more than one book on the library website, they must re-enter their card number and other information for each book request. They remarked that it would be more convenient to be able to request more than one book at once. -Peter Tew

12/11/17 Staff helped a patron look for a missing copy of the *Chicago Tribune*. It was determined the copy was missing. Comment: I expect more from Orland Park. Andy M

12/14/17 A patron came up to me while I was in the stacks. Comment: I was at the Mariano's book discussion. Diane did a wonderful job. She is always so professional and well-prepared. Andy M.

12/30/17 A patron approached me at the desk, "I want you to tell the powers-that-be that I don't like what they've done with the mysteries. I like it the old way." I explained to her the benefits of combining the two sections and promised her I'd pass on her comment. Katie A.

Circulation Board Report December 2017

PERSONNEL

Circulation welcomed two new Circulation Clerks this month. Abigail Kearns joined us on December 7th and Megan Kennelly joined us on December 19th.

Kelsey Flynn resigned her Circulation Clerk position.

CONTINUING EDUCATION/MEETINGS ATTENDED

Theresa Hildebrand attended Performance Evaluation Training (OPPL) on December 6, 2017

Julie Pryor attended Performance Evaluation Training (OPPL) on December 6, 2017.

STATISTICS

OPPL	TOTAL CIRCULATION				PATRON	IN-HOUSE
MONTH	2017	2016	CHANGE %	ATTENDANCE	CHECKINS	
JAN	55,430	54,093	2.47%	36,949	2,499	
FEB	51,565	53,774	-4.11%	36,864	3,541	
MAR	57,523	56,732	1.39%	41,617	3,994	
APR	51,077	54,414	-6.13%	32,758	3,338	
MAY	49,659	50,509	-1.68%	31,859 *	3,084	
JUN	61,176	61,657	-0.78%	32,107 **	1,338	
JUL	59,637	60,036	-0.66%	33,762	856	
AUG	54,358	54,730	-0.68%	35,295	1,647	
SEPT	50,667	51,097	-0.84%	32,892	3,212	
OCT	53,717	53,026	1.30%	36,533	3,550	
NOV	50,789	51,813	-1.98%	35,118	3,606	
DEC	45,050	45,697	-1.42%	31,349	2,750	
TOTAL	640,648	647,578	-1.07%	417,103	33,415	
Hoopla Checkouts: 658 Overdrive Registrations: 44 Overdrive Checkouts: 3,138 Zinio Checkouts: 302 Polaris Patron Sessions: 12,977				*May count unavailable. Used last year's number. **First week of June unavailable. Used an average of the rest of the month.		

CUSTOMER SERVICE LOG

12/2/17 (Lucky Day Shelves) "Why do we have Lucky Day movies for only 3 days with no renewal? Doesn't make sense. Don't like that policy." - Terry F.

12/6/17 (Circulation Desk) "The Dickens' program was fabulous." - Barb K.

12/8/17 (Family of 3 admiring newly painted pillars) "Green pillars make it brighter. You are getting everything new. New floor and new pillars." - Julie P.

12/8/2017 (Dad at Welcome desk with young son) "Thank you for being so patient with my son and allowing him to touch your decorations." Referring to our wood block Happy Holiday sign. ~ Theresa H.

12/8/17 (Welcome Desk) "Your children's staff is so wonderful. They always give great suggestions and find what I need. I had a great week because of them." - Laura L.

12/10/17 (Welcome Desk) Patron remarked as she was leaving the library, "Nice people still use the library." - Nadine L.

12/13/17 (Circulation Desk) "The board game event was a lot of fun. You should offer more often." - Jenna S.

12/13/17 (Leaving Library) "I like your sparkly floor." - Julie P.

12/13/17 (Leaving Library) Patron loved the "Delicious Holiday Sides" program. "Blurb in newsletter did not do the presenter justice. I came back today for the computer program and will be back tomorrow for Robyn Vitson music program." - Julie P.

12/13/17 (Welcome Desk/Leaving Library) "Have another game night. It was great fun!" - Barb K.

12/14/17 (Welcome Desk/Leaving Library) "Really nice program." Referring to the Mike Knauf Trio. - Nadine L.

12/14/17 (Welcome Desk/Leaving Library) "Very wonderful program." Referring to the Mike Knauf Trio. - Nadine L.

12/14/17 (Welcome Desk/Leaving Library) "Very enjoyable program." Referring to the Mike Knauf Trio. - Nadine L.

12/19/17 (Patron renewing card asking about lockers after seeing flyer) "The library offers so many services. It's great." - Barb K.

12/19/17 (Patron checking out) "The floor is beautiful - just enough sparkle." - Barb K.

12/19/17 (Circulation Desk) "It is very loud in Youth Services. Lots of teens here tonight!!!" - Angie M.

12/20/17 (Circulation Desk) Patron remarked, "Now I'm an older person and I can easily walk, but what about mothers with young children and strollers? Do you really need THAT many handicapped spots?" - Nadine L.

12/21/17 (Welcome Desk) "Is this a new floor? It's beautiful." - Laura L.

12/22/17 (Browsing Lucky Day shelf) "You in the Circulation Department are always so friendly. It is important even with young children. They are already building happy memories of the library." - Julie P.

12/22/17 (Welcome Desk) "The floor is beautiful when it sparkles." - Julie P.

12/26/17 (Circulation Desk) Patron suggested that the library's New Year's resolution should be to get rid of some of those handicapped spots. - Nadine L.

12/27/17 (Welcome Desk) "Are there any Lucky Day Large Print books? It would be nice if there were some for the popular authors." - Laura L.

12/28/17 (Entering library lobby from outside) "It's nice and warm in here. Feels good coming in from the cold." - Julie P.

12/30/17 (Circulation Desk) "Best library around." - Julie P.

Graphics Board Report December 2017

SERVICES/PROGRAMS/PROJECTS/CLASSES

Some projects that Graphics Department worked on included:

- Planned printing jobs for the 2018 year
- Finished the January - April 2018 newsletter and made sure it was mailed
- Worked on a new Museum Adventure Pass including two new pass locations
- Updated the digital copy of the Paver Guide

Some Graphics Requests that Graphics Department filled included:

- Blizzard of Books tickets and logs
- Before You Call the Handyman library presentation ads
- Dining Out Chicago event ads

CONTINUING EDUCATION/MEETINGS ATTENDED

Jackie Boyd attended "Drupal in an Hour". A presentation/webinar by Brian Pitchman on Wednesday, December 27 at 10:30 a.m.

STATISTICS

Room and Graphic Statistics 2017

	Room Requests	Graphics Requests
January	20	144
February	22	96
March	10	124
April	14	79
May	17	121
June	17	140
July	18	97
August	27	106
September	20	89
October	19	98
November	13	56
December	13	55
Total	210	1205

Facebook	change from last month	Twitter	change from last month	Pinterest	change from last month	eBlast	change from last month
1,818	+10	1,815	+7	436	+14	18,485	+0
Library app downloads (all time)			829				

GRANTS/SPECIAL PROJECTS

Special welcome bags are now being created for new library users.

CUSTOMER SERVICE LOG

On Dec. 29 in response to having a meeting room booked, a patron named Katie said:

"Thank you and Happy New Year!"

Information Technology Board Report December 2017

STATISTICS

Category	Dec 2017	Dec 2016
Study Room Usage	392	384
Patrons Assisted	381	347
Extended Assistance	58	NA
Total PC Usage	1603	1512
Total Web pages	24879	28325
Number of Classes	9	12
Total Class Attendance	45	34
Wireless Usage	4008	444

CUSTOMER SERVICE LOG

12/3/17-- Female patron request assistance with eBook and iPad. - Patron thanked me for spending an hour and a half fixing and updating her iPad. She was very excited about me spending the extra time. Daniel W.

12/5/17--Windows 10-- Every computer class and demo I've taken here have helped by not completely teaching me in the direction to learn and accomplish more. Ron S.

12/5/17--Windows 10--Have more of them, hands on. Thank You. Ron S.

12/5/17--Windows 10--A syllabus with what we are going over to take home for reference would be helpful. Ron S.

12/6/17--Excel Part 1--Disappointed, I thought we would be typing into an actual spreadsheet. Ron S.

12/6/17-- Excel Part 1-- Longer class time. Ron S.

12/6/17--Excel Part 1-- Great class today. Ron S.

12/6/17-- Excel Part 1-- I have to practice more. Ron S.

12/6/17--Excel Part 1--Very appreciate for this service. Ron S.

12/2/17--A patron came up to print. She stated "Thank God, you are so nice! The people out there are so mean doing their Christmas shopping. I appreciate your kindness." Christy P.

12/13/17--Excel Part 2--Excel Part 3! Also Outlook. Ron S.

12/13/17--Excel Part 2-- Handouts on the concepts we covered would be nice. Ron S.

12/13/17--Selling on E-Bay-- Very good class, glad I came. Should be longer based on questions asked by students. Dan W.

12/13/17--Selling on E-Bay--Some people monopolized the class with more advanced questions before the training was completed. The instructor handled all questions very good. EBay Class 2 or one-on-one training. Dan W.

12/12/17--Connecting to email from phone--Thank you for all your time and patience. Couldn't have done that without you. Mark E.

12/12/17—Assisted a patron with deleting emails forever--Thank you for taking the time and helping me out. I got it now. Mark E.

12/20/17--Budgeting with Excel--Very Good. Ron S.

12/21/17 – Patron needed to print a boarding pass. Helped patron. She said how appreciative she was. Thanked me several times. Audrey P.

Outreach Services Board Report

December 2017

SERVICES/PROGRAMS/PROJECTS/CLASSES

Services provided for the month include:

Homebound materials delivery and offsite programs to patrons in single family homes, Smith Crossing Independent Living and Assisted Living, Brookdale, Alden Prairie, Autumn Leaves, Lexington, Thomas Place and Evergreen Assisted Living and Independent Living facilities. A new facility is just about complete. It is located at 7420 W. 159th Street. We have already tried contacting them to discuss service.

Senior materials delivery to the Orland Township.

Special collection management of NASA artifacts, display cases, and databases.

Art and collection coordination and management of six display areas.

In-house and offsite adult programming.

Book delivery to train stations.

Coordination and facilitation of the Archival Digitization Project.

Flyer distribution to surrounding establishments and at programs.

Collection management, including ordering of all Outreach Services materials for the Outreach Services collection.

Maintenance of the NASA: Conquering Low Earth Orbit Exhibit

CONTINUING EDUCATION/MEETINGS ATTENDED

Kelly Cuci attended Promoting Healthy Communities (Webinar) on Dec 12, 2017

Cathy DiGiorgio attended Promoting Healthy Communities (Webinar) on Dec 12, 2017

Theresa Marketti attended Serving Older Adults in a Changing World (Webinar) on Dec 21, 2017

Theresa Marketti attended That's Not What I Said!: Foundations of Interpersonal Communications (Webinar) on Dec 22, 2017

Kelly Cuci attended Performance Evaluation Training (OPPL) on December 6, 2017.

STATISTICS

Onsite Adult Programs:

11 programs were given with a total of 468 patrons. *2017: 9 programs were given with a total of 245 patrons.*

Breakout:

12/1/17	Meet the Artist - Mary Ann Trzyna	16
12/5/17	English Conversation for ESL Learners	4
12/5/17	Holiday Cookie Potluck	4
12/6/17	The Hidden History of Dickens' Christmas Carol	118
12/7/17	Healthy Eating for the Holidays	35
12/11/17	Delicious Holiday Sides	61
12/13/17	Board Game Night	16
12/14/17	Cabaret - Mike Knauf Trio	63
12/15/17	Showcase - Carl Sandburg Chamber Singers	132
12/19/17	English Conversation for ESL Learners	4
12/22/17	Friday Film Series - Paris Can Wait	15

Offsite Adult Programs:

7 programs were given with a total of 91 patrons attending. *2016: 7 programs were given with a total of 93 patrons attending.*

Breakout:

12/7/17	Smart Art Brookdale	5
12/7/17	Smart Art Autumn Leaves	2
12/11/17	Senior Living Visits	26
12/12/17	Senior Living Visits	12
12/12/17	Remember When - Autumn Leaves	10
12/13/17	Senior Living Visits	24
12/21/17	Remember When - Brookdale	12

Train Station Books:

Three Train Stations - **104**, 2016 - 130

Program Flyer Distribution Stats:

Village of O.P. - **530**, 2016 - 330

Cultural Center - **32**, 2016 - 0

Sportsplex - **500**, 2016 - 0

Train Stations - **104**, 2016 - 130

During programs - **79**, 2016 - 135

Other Outreach and Homebound Stats:

Outreach Circulation Statistics: 577 items circulated with 702 checkouts and 116 renewals. *2016: 770 items circulated with 809 checkouts and 64 renewals.*

Visits to single-family homebound patrons totaled 25. *2016: Visits totaled 24.*

2 new homebound patron cards were issued and 0 discontinued. 1 card was renewed. *2016: 3 new homebound library cards were issued. 0 cards were discontinued. 2 cards were renewed.*

OS staff logged 888 reference transactions. *2016: 317 reference transactions.*

OS staff logged 67 programming questions. Please note that this is a new statistic. As soon as we get a whole year's statistics we will begin comparing.

OS staff logged 39 exhibit questions. Please note that this is a new statistic. As soon as we get a whole year's statistics we will begin comparing.

GRANTS/SPECIAL PROJECTS

Outreach Services continues to process OPPL Founding Documents for our archive.

Outreach Services is forming a partnership with the newest assisted living facility, Heartis Village. We will be meeting with Heartis Staff to discuss library services.

The department spent December shelf-reading the entire collection.

Outreach Services has been invited by The Field Museum to come for a training day. They will be training our staff on care and registration of artifacts.

CUSTOMER SERVICE LOG

12/5 English Conversation for ESL Learners program

"Thank you so much for having this program." Cathy D.

12/5 Holiday Cookie Potluck program

"You've been a very accommodating host." Shane P.

"Thank you so much." Shane P.

12/6 The Hidden History of Dickens' A Christmas Carol program

"She's the most amazing speaker. I tell everyone they've got to come check out her programs when she's in the area." Shane P.

"She's just so engaging. She really gets you into whatever she's talking about, and I always learn something." Shane P.

12/7 Healthy Eating for the Holidays program

"He gave a very informative presentation." Cathy D.

"Very helpful with what to make that is healthy for the holidays." Cathy D.

12/11 Smith Crossing book delivery

"Thanks for coming out." Dakari J.

"Thank you for everything." Theresa M.

12/11 Brookdale book delivery

"Thank you." Theresa M.

12/11 Delicious Holiday Sides program

"Wonderful cooking and tasting." Cathy D.

"She did a great job." Cathy D.

"Have Chef Susan back. She's a good cook." Cathy D.

"Thank you for the recipes." Cathy D.

"Please have Chef Susan back." Cathy D.

"Great tasting food!" Cathy D.

12/12 Alden Prairie Village book delivery

"Thanks for coming out." Dakari J.

"Thank you." Theresa M.

12/12 Thomas Place book delivery

"Thank you." Theresa M.

12/13 Phone call from homebound patron, Mr. Schmidt

"Dakari and Theresa are great! They do a great job. Theresa found a book for me." Kelly C.

12/13 Evergreen Assisted Living book delivery

"Thanks for bringing the books I like. It really means a lot." Dakari J.

"Thank you very much." Theresa M.

12/13 Homebound delivery for Ms. Browning

"Thank you very much. I really appreciate it." Theresa M.

12/13 Homebound delivery for Mr. Sistino

"Thank you." Theresa M.

12/14 Cabaret - The Mike Knauf Trio program

"Wonderful concert!" Cathy D.

"They were great." Cathy D.

"We had a great time." Cathy D.

"You guys are awesome." Cathy D.

"Keep up the good work." Cathy D.

"We enjoyed ourselves. Thank you." Cathy D.

12/15 Showcase - Carl Sandburg Chamber Singers & Band program

"Thank you OPPL for having our children play at your library." Cathy D.

"They were wonderful!" Cathy D.

"Please have them back sometime." Cathy D.

"We enjoyed the concert very much." Cathy D.

12/19 English Conversation for ESL Learners program

"Thanks for having this program." Dakari J.

"Thanks for all your help." Dakari J.

12/20 Homebound delivery for Ms. Flanagan

"Thank you for this service." Dakari J.

12/21 Remember When at Brookdale program

"Thank you for coming." Theresa M.

"Thank you." Theresa M.

"Thank you and Merry Christmas." Theresa M.

12/22 Homebound delivery

"Thanks for the continuous service." Dakari J.

12/27 Homebound delivery

"Thanks for coming to my home, it's hard to get out in the cold." Dakari J.

GRANTS/SPECIAL PROJECTS

- For better retrieving the collection usage, Wendy separated multiple collections based on their format, print, audiobook or video
- Wendy will work with Patron Services Manager Theresa Hildebrand to update some circulation functions and staff permissions

Youth Services Board Report December 2017

PERSONNEL

We have completed interviews for our two open shelver positions and have chosen two candidates. We are in the process of hiring them and hope they will begin before the end of January.

SERVICES/PROGRAMS/PROJECTS/CLASSES

PAL PACKS

5 Packs & 92 items out

TEACHER LOAN CARD check outs

12 items

BOOKS ALIVE visits

none

Outreach Preschool Visits:

12/4/17: St. Michael Preschool: 4 classes, 40 students

12/14/17: Sandbox Learning Center: 4 classes, 60 students

12/14/17: Park School Early Childhood: 1 class, 8 students

In-House Preschool Visits:

12/8/17: Sandbox Learning Center: 1 class, 10 students

Preschool Packs:

9 packs circulating 151 items total

CONTINUING EDUCATION/MEETINGS ATTENDED

Brandice Smits attended iREAD Meeting (Kankakee Public Library) on Dec 1, 2017

Brandi Smits attended Performance Evaluation Training (OPPL) on December 6, 2017

Becky McCormack attended Performance Evaluation Training (OPPL) on December 6, 2017

Alex Pappas attended Make a Splash with Project Outcome: Measuring the Success of Summer Reading Programs (PLA Online Webinar) on Dec 11, 2017

Alexander Pappas attended Board Books 101: From Selection to Programming Use and Everything In Between (Florida Library Webinar) on Dec 20, 2017

Alexander Pappas attended Steps to Becoming a More Inclusive and Diverse Library for Young Readers (Florida Library Webinar) on Dec 26, 2017

Alexander Pappas attended Picture Books for School Age Readers (Florida Library Webinar) on Dec 26, 2017

Alexander Pappas attended Digital Storytimes: Digital Media and its Role in Library Programming for Young Children (Florida Library Webinar) on Dec 29, 2017

STATISTICS

Youth Statistics:

103 participants for Bright Starts storytimes

50 participants for Night Owl storytimes

78 participants for Night Owl Polar Express storytime

281 for Holly Jolly storytimes

163 participants for Once Upon a Time storytimes

105 participants for Building Blocks for Babies storytimes

38 participants for Buenas Noches storytimes

66 participants for Video Game Club

15 participants for LEGO Sunday Fun!

6 participants for International Art - Russia

125 participants for Melikin Puppets

32 participants for Star Wars - The Last Party

12 participants for American Girl Holiday High Tea

9 participants for Code Fun - Grades K-2

5 participants for Code Fun - Grades 3-5

2 participants for Code Fun - Grades 6-8

4 participants added for 1,000 Books Before Kindergarten

Teen Statistics:

3 participants for Video Game volunteers

14 participants for Wii Teen Gamers

10 participants for Teen Inc. Service Club Animal Shelter Drive

10 participants for Crazy Crafts - DIY Mittens

48 participants for Finals Frenzy

45 participants for December Computer volunteers

4 participants for January Computer Volunteer Orientation

9 participants for Hot Chocolate, S'mores and a Winter Read

3 participants for Polar Express Volunteers

18 participants for Interactive Chalk Board

CUSTOMER SERVICE LOG

Preschool Desk

12/5/17 Mother with child in preschool area sitting on chairs by windows "Oh my gosh. These chairs are so comfortable." Alex P.

12/20/17 Dad coming into Preschool area with a toddler "This is a fabulous library!" Amy N.

12/26/17 Family visiting from Virginia "I love how you have your board books sorted in baskets. I'll have to take that idea back home to my library." Amy N.

Junior Desk

12/2/17 Mom with 2nd grader "My son just loves video game club. He has made so many friends, and the leader is great with the kids." Kara D.

12/2/17 Preschool teacher "You guys are the greatest. You are so helpful and you really know your stuff." Kara D.

12/3/17 Group of teens "We were here to take an online test and the Wi-Fi kept dropping so we're going to Starbucks." Kara D.

12/7/17 Grandparent with child after Holly Jolly storytime "Great program!" Alex P.

12/7/17 Patron leaving Holly Jolly program "Thank you so much for all the great programs. It gives our grandson something to do besides sit with his grandparents all day. It's also nice for them to socialize with other kids." Brandi S.

12/7/17 Received via email "I wanted to say thank you for the great Holly Jolly storytime today. It was fabulous!" Brandi S.

12/8/17 Grandmother picking up DVDs "It looks really festive here. You guys did a great job with decorating." Kara D.

12/19/17 Grandmother picking up books and DVDs for grandchild visit "You are all so helpful. I love this place. You gals are the best!" Kara D.

Teen Desk

12/7/17 Teens looking for a place to study "Thank you for letting us move tables together. This is better than the study rooms that were full." Erin F.

12/12/17 Man looking around "I haven't been in a library for 12 years. This place is amazing. I'll be back to do research soon." Erin F.

12/15/17 A teen's mom called about her child's service hours "Thank you for taking the time with us and being so understanding. We need more people like you out there." Erin F.

12/16/17 Man looking for a CD for his child "You're a genie! You just made a child's day!" Erin F.

2018 Legislative Meet-Ups

This year our regional advocacy efforts expand with eight legislative events providing an opportunity to meet with your legislators and speak with them firsthand about issues affecting you and your library. Library trustees, directors, and staff from public, school, and academic libraries are encouraged to attend and participate. Use this opportunity for photo ops with your elected officials to post on your Facebook page or to invite them to visit your library!

For any questions regarding registration, please e-mail tina@ila.org.

Your registration fee includes breakfast or lunch, legislative materials, and state and federal legislative briefing.

If you're not sure which Meet-up covers your library and legislative district, contact the ILA office at 312-644-1896 or email ila@ila.org.

Make your voice heard!

Monday, 29 January 2018

Central Illinois Library Legislative Breakfast

Bloomington-Normal Marriott Hotel
201 Broadway Ave.
Normal, IL 61761

7:45 a.m. doors open and breakfast is available

8:30 a.m. program begins

10:30 a.m. program concludes

Price: \$25

Friday, 16 February 2018

West Suburban Library Legislative Lunch

Chicago Marriott Oak Brook
1401 W. 22nd St.
Oak Brook, IL 60523

11:30 a.m. check in and doors open

12:00 noon buffet lunch is available

1:00 p.m. program begins

2:30 p.m. program concludes

Price: \$40

Monday, 29 January 2018

NEW!

Western Illinois Library Legislative Lunch

Galesburg Public Library
40 E. Simmons Street
Galesburg, IL 61401

11:30 a.m. check in and doors open

12:00 noon buffet lunch is available

1:00 p.m. program begins

2:30 p.m. program concludes

Price: \$30

Monday, 19 February 2018

Presidents' Day Library Legislative Breakfast

Arboretum Club
401 Half Day Rd.
Buffalo Grove, IL 60089

7:45 a.m. doors open and breakfast is available

8:30 a.m. program begins

10:30 a.m. program concludes

Price: \$25

Calendar

Conference Call for Programs

Bob Doyle's Retirement Celebration

Legislative Meet-ups

Trustee Forum Workshop

Reaching Forward Conference

National Library Legislative Day

Annual Conference

Annual Conference Exhibitor Information

Event Handouts

Past ILA Annual Conferences

Future ILA Annual Conferences

Friday, 2 February 2018

Chicago Library Legislative Lunch

Maggiano's Little Italy Banquet Hall
111 W. Grand Ave.
Chicago, IL 60654
11:30 a.m. check in and doors open
12:00 noon lunch is served
1:00 p.m. program begins
2:30 p.m. program concludes
Price: \$40

Friday, 23 February 2018

Metro East Library Legislative Breakfast

Sunset Hills Country Club
2525 Illinois 157
Edwardsville, IL 62025
7:45 a.m. doors open, photos with legislators,
and breakfast is available
8:30 a.m. program begins
10:30 a.m. program concludes
Price: \$25

Friday, 16 February 2018

South Suburban Library Legislative Breakfast

Tinley Park Public Library
7851 Timber Dr.
Tinley Park, IL 60477
7:45 a.m. doors open and breakfast is available
8:30 a.m. program begins
10:30 a.m. program concludes
Price: \$25

Friday, 23 February 2018

Southern Illinois Library Legislative Lunch

Effingham Public Library
200 N. Third Street
Effingham, IL 62401
11:30 a.m. check in and doors open
12:00 noon buffet lunch is available
1:00 p.m. program begins
2:30 p.m. program concludes
Price: \$40

33 W. Grand Ave, Suite 401 Chicago, IL 60654-6799
312 644-1896 phone 312 644-1899 fax ila@ila.org

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Library Trustee Forum

Illinois Library Association

Illinois Library Trustee Forum Workshop
Saturday, February 17, 2018
Chicago Marriott Oak Brook
1401 West 22nd St., Oak Brook

Questions or group registration, e-mail tina@ila.org

Registration Fees

ILA Member: \$135


Non-Member: \$160

Register one attendee at the full price and each additional attendee from your institution will receive a \$10 registration discount.

Registration includes a full day of programming, a continental breakfast, buffet luncheon, and coffee breaks.

Agenda

8:00 - 9:00 a.m.	Continental Breakfast and Networking
9:00 - 9:15 a.m.	Welcome and Introductions
9:15 a.m. - Noon	Advocacy Bootcamp James LaRue and Marci Merola, American Library Association



"Who needs libraries?" Beneath those three words is an iceberg of challenges, from delivering on-point messaging, gathering compelling statistics, and the need to re-educate key audiences on the value of libraries, fundamental not only to librarians, but to our democratic society at large. The recent rash of anti-library trends, including the anti-tax movement, privatization, removal of independent library boards and deprofessionalization, point to a systemic shift in our landscape that is very different than budget cuts and recession: an attack on libraries as a public service.

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Workshop Sponsors



Advocacy Bootcamp urges attendees to re-think advocacy: to re-define the library community and expand the way we have been advocating for libraries. This session will help library communities prepare to advocate for libraries as fundamental building blocks to democracy, building on the momentum of and key message of ALA's new public awareness campaign, Libraries Transform. The program will cover advocacy basics such as messaging, networking, and community engagement. Intellectual Freedom, as the essential brand of librarianship, and as a value that grows from a solid policy infrastructure, will also be covered. Attendees will focus on working on an advocacy plan that they can implement in their library. This is joint effort of ALA's Office for Library Advocacy and the Office for Intellectual Freedom.

Ancel
Glink
DIAMOND
DICLAN
& KRAE

LIIR
Libraries of Illinois Risk

- Noon - 1:00 p.m. Luncheon and Forum Business Meeting
- 1:15 - 2:15 p.m. Legislative Update
Derek Blaida, ILA Legislative Consultant
Derek will provide an update on what's going on in Springfield and the status of legislation impacting libraries.
- 2:15 - 2:30 p.m. Break
- 2:30 - 3:30 p.m. Legal Q&A
Lawyers from Ancel Glink will answer your questions about legal issues impacting your library.

Hotel Information

Chicago Marriott Oak Brook

Single/Double Rate: \$92, plus tax, per night

Book Online or call 800-228-9290 or 630-573-8555 to make your reservation.

Reservations must be made by Friday, January 26, to receive the workshop rate.

Cancellations must be received in writing before February 9. Please e-mail your cancellation request to tina@ila.org. Cancellations received before February 9 will receive a refund and are subject to a \$15 processing fee. No refunds will be given for cancellations received after February 9.

33 W. Grand Ave, Suite 401 Chicago, IL 60654-6799
312 644-1896 phone 312 644-1899 fax ila@ila.org

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THROUGH JANUARY 16, 2018 FOR BOARD OF LIBRARY TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

None.